

## CHAPTER 3

### REQUISITION PROCESSING AND RELATED ACTIONS

#### A. GENERAL

1. Supply sources receiving MILSTRIP requisitions, modifiers, passing orders, referral orders, followups, RDOs, and cancellations, regardless of the method of transmission, will process such transactions using these procedures. Supply sources will validate the data elements and codes in these transactions and accomplish changes, continue the processing action, or reject the documents, as indicated in figure 3-1. See appendix B16 for appropriate requisition transaction status codes.

2. When supply sources and storage activities utilize the sequential (or batch) method of processing and do not possess real time processing capability, such processing is to be performed as frequently as necessary in order to meet UMMIPS time standards, or specific RDD for subsistence requisitions as applicable. In every such cycle, cancellation requests (DI AC\_) including automatic cancellation initiated by the supply source) and MOV reconciliation requests (D1AP\_) will be processed prior to backorder releases and new requisitions (DI A0\_). Demands will be sequenced as follows:

- a. PD in rp 60-61.
- b. OSD/JCS project codes, when entered in rp 57-59.
- c. Expedited Handling Signal (999 in rp 62-64) with PD 01, 02, or 03 in rp 60-61.
- d. N (NMCS) in rp 62 and PD 01-08 in rp 60-61.
- e. E (ANMCS) in rp 62 and PD 01-08 in rp 60-61.
- f. Expedited Handling Signal (555 in rp 62-64) and PD 01-08 in rp 60-61.
- g. Expedited Transportation Signal (777 in rp 62-64) and PD 01-08 in rp 60-61.
- h. RDD/RAD in rp 62-64, if earlier than the computed SDD.
- i. Requisition document number date in rp 36-39.
- j. RDP in rp 62-64, if later than the computed SDD - conventional ammunition only.

3. Backordered requirements will be merged (in above sequence) with all new transactions in any requisition processing cycle in which additional assets become available; for example, receipts of materiel and debit onhand adjustments.

4. Processing points will record date of receipt in rp 67-69 of each requisition, redistribution order, and passing order received. The actual date of receipt shall be captured in requisitioning transactions. Manually prepared requisitions or mailed requisitions submitted by requisitioners shall be

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<sup>1</sup>**Rejection** of transactions will be accomplished only after an attempt has been made to correct the questionable data element or code. If rejection actions are applicable to more than one data element or code and no other reject status code applies, reject using Status Code CA.

processed by the supply source to reflect the actual date of receipt of the manually prepared or mailed requisitions. The actual date of receipt shall also be indicated by the supply source in requisitions received via AUTODIN. This date may be captured by supply or communications terminal personnel in the individual requisitions and must be compatible with the applicable AUTODIN header transaction receipt date. This date will not be perpetuated into subsequent passing orders when moving between distribution systems but will be perpetuated into subsequent referral orders moving within the same distribution system. Date of receipt will enable supply sources to compute the requisition submission time. Computation will be made by subtracting the date in rp 37-39 of the demand transaction from rp 67-69, recognizing the year indicator in rp 36 when the value of rp 67-69 is less than that in rp 37-39. The submission time in the transactions will provide a basis for the ICPs to measure the first cycle segment of supply effectiveness. The RI "From," when utilized, will be placed in rp 74-76 of RDOs, referral, and passing orders.

5. The transaction document number, such as, the entries in rp 30-43, and rp 44 when a suffix is applicable, will be used as a basis for determining duplicate transactions. Duplicate requisitions, passing/referral orders, RDOS, and MROS will be disregarded by the recipient.

**B. RESERVED**

**c. EFFECT OF PRIORITY DESIGNATOR ON REQUISITION PROCESSING**

1. Each requisition will contain a PD assigned by the requisitioning activity, which will not be changed by processing points. The assigned PD dictates the precedence of internal supply processing actions (such as, from the receipt of a transaction until release to transportation) and determines the SDD. The mandatory time standards for processing of transactions areas indicated in figure 3-2. All time standards are expressed in calendar days from the time of receipt of requisitions at the initial supply source. For subsistence requisitions, the assigned RDD is the primary processing criteria, while the assigned PD dictates the precedence of internal supply processing action for requisitions reflecting identical RDDs. Time standards, indicated in figure 3-2, do not apply to subsistence requisitions. See appendix B14.

2. On occasion, available assets will be insufficient to satisfy all current demands and backorders for specific items. The materiel manager will reserve assets of such critical items through the use of item control levels and criteria which will restrict issue to specific categories of requirements only, i.e., those within designated ranges of PDs, JCS approved projects, or firm commitments for delivery of materiel to MAP recipients. Control levels will be established for IMM to reserve stocks for issue only for PD 01-03. These requirements will be satisfied by issue to zero stock balance of serviceable stocks. Control levels may be established at the discretion of the IMM to reserve a greater level of stocks which may not be issued for PD 09-15 requirements.

3. Control levels will also be established by the supply source to restrict issues against requisitions for the initial fill of PWRMS consumable item requirements to ensure that:

a. Assets available below the AFAO are not issued against requisitions for PWRMS requirements which contain Signal D or M in rp 51 regardless of PD.

b. Assets available below the ROP are not issued against requisitions for PWRMS requirements which contain a signal other than D or M in rp 51 and a PD of 11-15 during initial processing of the requisition. Subsequent processing of such requisitions is prescribed in paragraph E.

4. OSD/JCS projects, when so designated, and PD 01-03 requisitions containing code 999 in rp 62-64, in lieu of the RDD/RDP, will be ranked above all other requisitions with the same PDs for

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processing purposes. Code 999 requisitions and related transactions will receive special attention to provide for expedited processing actions.

5. When system-wide inventory levels do not permit positive supply action on all requisitions within a given PD, supply procedures will provide for a release of demands containing the specifically designated OSD/JCS project codes and code 999 in the RDD field as the respective most urgent. PD 01-08 requisitions containing Expedited Handling Signal 555 or Expedited Transportation Signal 777 in the RDD field and other requisitions/materiel obligations will be processed for release under paragraph A.2., this chapter.

**D. SUPPLY SOURCE PROCESSING OF REQUISITIONS WITH ADVICE CODE 2D, 27, OR 29**

Upon receipt of any requisition displaying Advice Code 2D, 27, or 29, an edit will be performed to determine if an increase in the requisition quantity to the quantity unit pack is lessor more than \$5. If less than \$5, the advice code will be disregarded. If \$5 or more, the advice code will be honored and processed for the exact quantity requested. When a quantity adjustment is made using the above criteria, the customer will be notified using BJ status. ,

**E. SUPPLY SOURCE PROCESSING OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS**

1. Supply sources, except GSA, will process funded and unfunded requisitions for the initial fill of PWRMS consumable item requirements using the criteria established below. The GSA will process only funded requisitions for PWRMS requirements and does not differentiate between those requisitions and others.

2. Upon receipt of PWRMS requisitions for the initial fill of consumable item requirements (Demand Code O in rp 44 and Project Code 3AA in rp 57-59), the supply source will determine asset availability in excess of the AFAO and:

a. If sufficient assets are available in excess of the AFAO to satisfy the total requisition quantity, the total requisition will be processed as free issue, regardless of the signal in rp 51.

b. If the assets available in excess of the AFAO are not sufficient to satisfy the total requisition quantity, then the portion of the requisition quantity equal to the quantity of assets available in excess of the" AFAO will be processed as free issue, regardless of the signal in rp 51, and the balance of the requisition quantity will be processed under subparagraph 3., below.

3. When the supply source determines that assets are not available in excess of the AFAO, the signal in rp 51 of the PWRMS requisition for the initial fill of consumable item requirements (Demand Code O in rp 44 and Project Code 3AA in rp 57-59) will be checked and:

a. If the signal is D or M, the unfilled quantity on the requisition will be rejected. The rejection will be accomplished under Status Code CB since all unfunded PWRMS requisitions will be processed as "fill or kill."

b. If the signal is other than D or M, the PWRMS requisitions will be processed as containing Advice Code 2L in rp 65-66 and the PD in rp 60-61 will be checked to determine further processing routines.

(1) Except for subsistence, PWRMS requisitions with PD 01-03 will be processed for issue using UMMIPS supply source processing standards. Subsistence requisitions will be processed to meet a specific RDD.

(2) Except for subsistence, PWRMS requisitions with PDs 11-15 will be issued from assets available above the ROP or equivalent. When assets above the ROP or equivalent are not available to satisfy the requisitioned quantity, the unfilled quantity will be placed on backorder and appropriate supply status will be provided with an ESD equal to one procurement lead time. Backordered PWRMS requisitions with PDs 11 through 15 will be released from backorder at the end of the procurement lead time or when sufficient stocks are available above the ROP. (PWRMS requisitions with PD 04-10, when received, will be processed in the same manner as PD 11-15 requisitions.)

#### **F. SUPPLY SOURCE PROCESSING OF REQUIRED DELIVERY PERIOD REQUISITIONS (CONVENTIONAL AMMUNITION ONLY) ,,,**

1. Requisitions with an RDP that has an earliest delivery date that is within the standard UMMIPS timeframes for the PD will be processed using the time period established for that PD.

2. Requisitions with an RDP that has an earliest delivery date that is longer than the standard UMMIPS timeframes for the PD will not be placed on backorder. If stock is not available, the requisition will be referred or rejected back to the customer. If stock is available, an MRO will be issued to the storage facility. The shipping activity will establish necessary control mechanisms to provide timely shipment to the customer.

3. Requisitions that cannot be delivered within the RDP will be rejected with CB status.

4. RDP procedures do not apply to FMS or Grant Aid requisitions.

#### **G. SUPPLY SOURCE PROCESSING OF REQUISITIONS FOR NONCONSUMABLE ITEMS FROM A NONREGISTERED USER**

1. If the PD is 01-08, the requisition will be processed for issue. Supply Status Code DS will be furnished to the requisitioner.

2. If the PD is 09-15 and assets are available above the ROP, the requisition will be processed for issue. Supply Status Code DS will be furnished to the requisitioner.

3. If the PD is 09-15 and assets are not available above the ROP, the requisition will be rejected with Status Code CC or CN, as appropriate.

#### **H. FURNISHING STATUS**

Chapter 4 prescribes and defines the various types of status data to be furnished on requisitions and in response to followups, cancellations, and modifier transactions.

#### **L SUPPLY SOURCE PROCESSING OF SUBSISTENCE REQUISITIONS**

Subsistence requisitions will not be backordered. Subsistence requisitions will be processed to meet specific RDD.

#### **J. MAINTENANCE OF REQUISITION HISTORY RECORDS**

Supply sources will retain accessible requisition history records for a minimum period of 6 months after closing of requisition records by cancellation, rejection, or shipment to provide responsive replies to followup inquiries.

## **K. REJECTION OF REQUISITIONS**

Rejection of requisition transactions may be accomplished by supply sources using the appropriate status codes prescribed in appendix B16. Supply status transactions with appropriate status codes will be furnished requisitioning activities under chapter 4 as notices of requisition rejection, with the reason for such action indicated by status code.

## **L. RESERVED**

## **M. RELEASE OF MATERIEL OBLIGATIONS**

A materiel obligation is that quantity of an item requisitioned which is not immediately available for issue, but which is recorded as a stock commitment for future issue. Supply sources will establish procedures for the partial release of the materiel obligation when assets are insufficient to satisfy the entire demand consistent with the PD and delivery requirements of the requisition involved.

## **N. RESERVED**

## **O. PREPARING MATERIEL RELEASE ORDERS**

1. MROS, when used, are prepared by the supply source as a result of processing requisitions against inventory records and determination that materiel is available. MROS are issued to the storage site within the same supply distribution complex of the source having processed the requisition. MROS are used as a directive for release and shipment of materiel from stock and result in the preparation of DD Form 1348-1A. Preparation of MROS will be accomplished using the format reflected in appendix CI 1. The DD Form 1348-1A may be used in lieu of the MRO.

2. Requisitions or MROS which contain Advice Code 2T and do not contain a date in rp 62-64 will be processed under the assigned PD without regard to the advice code.

## **P. MATERIEL RELEASE CONFIRMATION**

1. The MRC transaction serves as advice from a nonaccountable storage site to the supply source which initiated the MRO, of supply-action taken. MRC transactions will be prepared using the format contained in appendix CI 3.

2. When the quantity shipped is:

a. Greater than the quantity requested in the MRO due to unit pack characteristics, the MRC will contain DI ARA.

b. Less than the quantity requested in the MRO due to unit pack characteristics, the MRC will contain DI ARB.

3. When the quantity shipped has not been adjusted for unit pack characteristics, the MRC will always contain DI ARO and show the quantity actually shipped. DI ARO will be used for confirmation of a partial quantity shipped when the remainder is being denied. Use paragraph U.4. to furnish MRCS in response to DI AF6 followups.

4. Supply sources will follow up on storage facilities at least once every 30 days for unconfirmed MROS which are 7 days old for PDs 01-08 and 15 days old for PDs 09-15.

**Q. STORAGE ACTIVITY DENIALS OR REJECTION OF MATERIEL RELEASES . . .**

1. MRDs are prepared by storage sites and transmitted to the supply source which initiated the MRO as notification of negative action on the MRO. MRDs will be prepared in the format reflected in appendix CI 5 and will show the quantity denied and appropriate management code.

2. If the storage activity cannot meet the delivery timeframe specified by the RDP in rp 62-64, DI AE6/CB status will be provided to the supply source. The supply source will advise eligible status recipients (applies to conventional ammunition requisitions only).

**R. RESERVED****s. INITIATING PASSING OR REFERRAL ORDERS**

1. Passing or referral orders are the transactions used by a supply source to pass or refer a requisition to another source for continued supply action. Supply sources receiving a passing or referral order will perpetuate the same DI when referring the requisition to another supply source for continued supply action or create an MRO for continued supply action and release of materiel. See appendices C20 and C21 for passing and referral order formats. The date of receipt of the original requisition will be entered in rp 67-69 of the referral order.<sup>2</sup>

2. Non-NSN requisitions (mechanical), when passed or referred, will be forwarded to another supply source as follows:

a. If there are no reference data in rp 70-80, AUTODIN or message will be utilized.

b. If there are reference data in rp 70-80, it will be the option of the passing/referring activity to omit either the reference data and forward by AUTODIN or message or perpetuate pertinent reference data and forward by mail.

3. When a SICA receives a requisition for a nonconsumable item from a SICA activity, the SICA may determine supply action if stocks are normally held for this purpose, or the SICA may forward the requirement to the PICA. If forwarded to the PICA, the SICA must record the requisition as received from the SICA requisitioning activity and recode the requirement, as necessary, with the PICA'S RI and the appropriate combination of M&S, SUPADD, signal, fund, distribution, and/or project code which will ensure PICA output of status, billing, MOV requests, and consignment instructions consistent with the SICA service's nonconsumable item program implementing instructions. If the SICA elects to use M&S 8, the SICA must identify itself in rp 54 and will not provide the SICA requisitioning activity with BM supply status. The SICA will provide the SICA requisitioning activity with status received from the PICA based on the data elements and coding contained in the original requisition.

**T. RESERVED****u. PROCESSING FOLLOWUPS**

1. Followup transactions will be processed to determine the current status of requisitions, cancellation requests previously submitted, or the DoDAAC of the initial (origin) transportation shipping activity when the shipment originated from a location other than the supply source. Time standards for

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<sup>2</sup>For referral orders submitted to the SMCA that are backorder releases from the Service ICPs, rp 67-69 will contain 888.

dispatching status in reply to followups established for the distribution system (excluding DI AFC followups) areas follows:

- a. For PD 01-08, dispatch status within 2 days from the date of receipt of the followup.
- b. For PD 09-15, dispatch status within 5 days from the date of receipt of the followup.

2. Processing points, upon receipt of DI AT\_ followups for which there is no record of the original requisitions, will process the followups as requisitions unless Status Code BF has been previously provided in response to an earlier cancellation request under chapter 4. This will be accomplished by changing the followup DI to the appropriate DI within the "A" series and following the normal processing routine for requisitions. However, the DI AT\_ series transaction will only be processed as a requisition after a thorough review has been accomplished in order to preclude duplicate shipments. Status will be furnished under chapter 4.

3. Processing points, in receipt of followups in the DI AT\_ series for which there is a record of the original requisition, will furnish supply or shipment status under chapter 4.

4. A storage activity, in response to a DI AF6 followup initiated by a supply source, will respond with shipment confirmation, denial, or supply status information, as appropriate.

- a. On an MRO being shipped, or which has been shipped, the storage activity will respond with an MRC, DI ARO, ARA, or ARB, after shipment.

- b. On an MRO in the process of being denied, the storage activity will respond with an MRD, DI A6\_. When the MRO was previously denied, the response will be supply status, DI AE6, with Status Code BY in rp 65-66, the quantity denied expressed in rp 25-29, and the reason for denial expressed by the appropriate management code in rp 72.

- c. On an MRO for which both partial shipment and partial denial occur, the procedures in subparagraphs a. and b. above apply for the appropriate respective quantities, except MRC; DI ARO will be used for the partial quantity shipped or in the process of being shipped.

- d. On an MRO on which shipment is being delayed, the storage activity will respond with supply status, DI AE6, with Status Code BA in rp 65-66, and ESD in rp 70-73.

5. Storage activities will use DI AE6 with Status Code BE to respond to supply source followups if the storage activity has a record of the MRO but no record of having taken action in response to the MRO. Supply sources in receipt of this status will validate the original requirement with the requisitioner (rp 30-35) or for GFM requisitions with the MCA designated by distribution code in rp 54 by narrative message. The MCA is responsible for taking the necessary action to validate GFM requirements with the requisitioner and the supply source. If the requested materiel has not been received, and the requisitioner% or the MCA's response indicates a continued valid requirement, the processing point will generate an MRO modifier, DI AM\_ transaction, which contains the same data as the original MRO. Storage activities in receipt of MRO modifiers will process them using paragraph Y.

6. Storage activities responding to a followup initiated by a supply source on an MRO for which no record is held at the storage activity will utilize a DI AE6 with BF supply status.

7. Supply sources in receipt of storage activity responses to DI AF6 followups will furnish appropriate status to eligible recipients using chapter 4.

8. Requests for supply assistance and followup inquiries requesting improvement in ESDS (DI AFC) require management decisions relative to supply requirements which are not normally programmed in a manner to permit mechanical processing. DI AFC transactions (on PD 01-08 requisitions only) should be manually reviewed to permit a determination as to whether the ESDS can be improved. Receipt of the AFC transactions at the supply sources serves as a notification of the need for the concerned materiel to be received by consignees on dates earlier than those which would result from the shipments accomplished using the supply source ESDs. The actual date of the requirement need is the prerogative of the requisitioning activity. Any, advancement of the ESDs, including a single day, will be considered by supply sources as an improvement. Management decisions, designed to improve ESDs, should include one or more of the following and/or any other additional actions which will cause improvement in ESDs:

- a. Cannibalization of existing equipment.
- b. Acceleration of repair programs.
- c. Offers of interchangeable or substitutable items.
- d. Diversion of materiel shipments.
- e. Supply from reserve assets.
- f. Supply from known station or depot excess stocks.
- g. Supply resulting from screening of materiel held pending classification.

9. During the course of actions taken to improve ESDs, followup inquiries will not be construed by supply sources as authority to override any requirements of equal and/or higher priority. Consideration will not be given to diversion of any assets required to satisfy requirements of equal and/or higher priority.

10. When determination is made that requested improvement in ESDS can be accomplished, the revised ESDS will be transmitted to status recipients. When actions taken by management do not result in improved ESDS, status recipients will be provided with the latest status applicable to the requisitions concerned. Responses to DI AFC followups may be in abbreviated message format (appendix A12) at the option of the supply sources.

11. Upon receipt of a followup on a previously submitted cancellation request (DI AK\_), supply sources will:

- a. Provide status under the procedures of chapter 4, if the original cancellation request has been processed.
- b. Process the DI AK\_ followup as a cancellation request and provide status under the procedures of chapter 4, if the original cancellation request was not received.

12. Supply sources in receipt of followups on requisitions for which lateral redistribution action was taken will provide applicable status as follows:

- a. if the current status is BA and the ESD or the UMMIPS timeframes, which ever applies, has not passed, provide BA status with the appropriate ESD to the requisitioner.



b. If the current status is 6A and the ESD or the UMMIPS timeframes, which ever applies, has passed, provide B5 status to the requisitioner and generate a DI AF6 with the RI of the reporting activity in rp 4-6 and a 2 in rp 54.

c. If the current status is positive shipping status DI AS\_, provide DI AS\_.

13. Supply sources in receipt of responses to DI AF6 followups will furnish appropriate status to eligible recipients using chapter 4.

14. Processing points passing DI AF\_, AT\_, or AK\_ followup transactions to another SOS for continued action will place their RI code inrp 67-69 of the followup transaction. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp67-69) without obtaining the prior agreement of that activity.

v. RESERVED

#### W. PROCESSING REDISTRIBUTION ORDERS

1. RDOS are originated by an IMM to direct release of materiel from a supply distribution activity to another within the same distribution system.

2. For intra-Service use, an RDO may be used to direct release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

3. RDOS will be prepared in the appendix C22 format.

X. RESERVED

#### Y. PROCESSING REQUISITION AND MATERIEL RELEASE ORDER MODIFIER DOCUMENTS

1. Supply sources will process requisition modifier transactions to provide for modification of requisitions on backorder or for which MROS have not been processed to storage activities. The corresponding original requisitions in process, and materiel obligations, will be recycled under S/A policy and normal processing actions will be continued to accommodate the modifier PD or RDD/RDP

a. Modification of MROS is at the discretion of the S/As. However, modifications will not be processed against requisitions for which LROS of retail assets have been generated.

b. Modification of requisitions which have been submitted to procurement sources for direct delivery is, not required, except for requisition modifier documents which contain:

(1) A revised Country FMS offer/release option code (rp 46) and/or FF code (rp 47), in the format shown in appendix CI 9 (DI AM F).

(2) Expedited Handling Signal 555 in the RDD/RDP data field, rp 62-64, in the format shown in appendix C19 (D1 AMP).

(3) Changes to the SUPADD and signal fields in the format shown in appendix C19 (DI AMF). The signal code will be indicated in rp 77.

c. The application of modifiers on requisitions for which split actions have been taken by the supply source is at the option of the S/As.

d. Supply sources will provide status after processing requisition modifier documents as follows:

(1) When the modifier transaction contains invalid entries for data elements listed in chapter 2, which would require rejection under requisition edits prescribed in paragraph A. 1., the modifier request will be rejected by means of D7 supply status (DI AE\_). Note: This supply status transaction will contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DI AM\_ to rebuild the requisition as it appears on the supply source records.

(2) When the requisition modifier transaction is not honored because the requested modifications cannot be made, supply sources will provide B2 supply status to the activities designated on the unmodified requisition. Note: This supply status transaction will contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DI AM\_ to rebuild the requisition as it appears on the supply source records.

(3) When the requested modifications have been successfully processed, BK supply status will be provided.

e. In addition, when modifier transactions are processed, supply sources will use the M&S and distribution codes to provide the latest supply or shipment status.

f. Supply sources will process requested modifications only when all data fields can be modified, as requested. If this cannot be done, reject the modifier with B2 status.

2. When S/As modify MROS, a modifier transaction will be prepared and transmitted to the applicable storage activity. The modifier transactions will be prepared as a result of processing requisition modifier transactions. The MRO will be identified with DI AM\_ as prescribed in appendix B1.

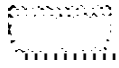
a. Storage activities, upon receipt of MRO modifier transactions, will modify the original MRO whenever the modifier is received prior to the actual printing of the DD Form 1348-IA. This will be accomplished by matching the document numbers of modifier transactions with document numbers of MROS having been previously received, including match of suffix codes.

b. These modified transactions will be processed in the normal manner prescribed for MROs.

c. When storage activities receive MRO modifier transactions for which they have no record of the original MRO, they will process the modifier transactions as new MROS.

d. Storage activities will provide supply status (DI AE6) to supply sources when requested modifications are or are not accomplished, citing Status Code B2 or BK.

3. When supply sources receive modifier transactions for which there is no record of the original requisition, process the requisition modifier transactions as a new requisition unless Status Code BF has been previously provided in response to an earlier cancellation request as specified in chapter 4.



4. When modifiers are referred to another supply source, the referring activity will enter the RI of the activity to which the requisition was referred in rp 4-6 and their own RI in rp 67-69 of the DI AM transaction and retransmit. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

**z. RESERVED**

**AA. PROCESSING SINGLE LINE CANCELLATION REQUESTS**

1. Supply sources, procurement, storage, and reporting activities will process single line cancellations (D1 AC\_) as prescribed herein and in paragraphs AB. through AH. Policies and procedures for processing requests for mass cancellation of multiple lines/requisitions are provided in chapter 8.

2. Supply sources and procurement and storage, and reporting activities are responsible for exercising the fullest practical resourcefulness in preventing the issue and shipment of unwanted materiel. The practical considerations involved in processing cancellation requests include such factors as time, related packing and handling costs, the dollar value, and location of materiel for which cancellation is requested.

3. General rules for the disposition and diversion of materiel which has been shipped are as follows:

a. Supply sources are responsible for providing diversion and/or disposition instructions for all items under their cognizance destined for OCONUS which have progressed to the point where procurement actions cannot be terminated or shipment into the DTS has occurred. When OCONUS shipments have been lifted from CONUS terminals, the responsibility for diversion or disposition is that of the consignee, the appropriate commander, or Service headquarters.

b. Supply sources may request diversion or disposition instructions from S/A contact points designated in chapter 8, figure 8-1 column 1, for both nonstocked and non-NSN items. However, supply sources may, based on their stock position, divert materiel to depot stock.

c. S/As may predetermine and designate alternate consignees so that the DoDAAC of these activities may be inserted in subsequent MILSTRIP and/or MILSTAMP transactions. These predetermined destinations will be based on considerations in subparagraphs 2. and 3a., above, and may vary by NSN, FSC, or FSG.

d. When OCONUS shipments cannot be diverted or held for disposition, storage and procurement activities will advise supply sources when elements of the DTS were unable to accomplish the desired shipment diversion or hold. The supply source will provide shipment status (D1 AU\_) to all eligible recipients of status. These transactions will contain a numerical day of the year in rp 57-59, as provided by the clearance authorities, indicating the day on which the shipment was lifted from the terminal for delivery OCONUS.

e. When diversion of OCONUS shipments is accomplished by the DTS, supply sources will furnish all eligible recipients supply status (D1 AE\_) with Status Code B6. The advice of actions taken by the DTS will be provided under MILSTAMP (reference (p)).

f. Supply sources will automatically initiate cancellation action for unfilled quantities of materiel obligations or open requisitions upon deletion of a DoDAAC from the DoDAAD (reference (r)). Applicable supply and shipment status will be furnished to authorized recipients and, in the event DAAS does not have a recorded DoDAAC, the status will be disposed of.

## **CH 8**

### **DoD 4000.25-1 -M**

g. Costs incurred in cancellations/diversion will be billed as provided in paragraph AB.9., below.

h. No attempt will be made to stop or divert shipments to CONUS (domestic) consignees once released for shipment, regardless of mode of shipment.

## **AB. SUPPLY SOURCE PROCESSING OF SINGLE LINE CANCELLATION REQUESTS**

1. DIs ACI, AC2, and AC3 cancellation requests (appendix C6) will be processed under paragraph A. Z., above, including distribution of initial status, as follows:

a. First, against backorders in the following order of assigned status codes: BB, BC, BD, BZ, and BV.

b. Second, against unconfirmed shipments (Status Code 6A).

c. Third, confirmed OCONUS shipments (D1 AS\_ and/or AR\_), when shipped (to surface/aerial POES and SEAVAN assembly points) prior to ICP receipt of DI AC\_ transactions in less than 45 days for surface mode and 10 days for air mode.

d. Fourth, against all other status.

2. Processing points passing DI AC\_ cancellation transactions to another SOS for continued action will place their RI in rp 67-69 of the cancellation transactions. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

3. Cancellation actions will be initiated/accomplished against the quantity in rp 25-29 of the DI AC\_ transaction received. When the quantity in a cancellation request cannot be determined because of garbled or improperly punched entries, the requisition quantity or fill or backordered quantity will be edited for a quantity of one. If the quantity is equal to one, the cancellation request should be processed. Otherwise, the request will be rejected to the activity designated by the third position of the DI AC\_ transaction using DI AE\_ with Status Code CD.

4. Cancellations processed will be edited to preclude duplicate cancellations. As a minimum, this edit will compare quantity (rp 25-29), transaction document number (rp 30-43), suffix (rp 44), and the numerical day of the year of preparation (rp 62-64). Duplicates will be discarded. All other cancellations will be processed as received. When a DI AC\_ transaction is received with a blank or garbled day of preparation (rp 62-64), the original day of receipt at the supply source will be entered and processing will continue.

5. Regardless of dollar value or quantity, cancellation requests will be processed to immediately cancel quantities for which LROS or MROS (DD Form 1346-1A) and purchase requests have not been submitted to reporting activities or depot/storage and procurement activities.

6. If the quantity in the cancellation request is equal to or less than the backorder quantity at the supply source (Status Code BB, BC, or BD), cancellation will be immediately effected and supply status (DI AE\_) with Status Code BQ will be provided all authorized recipients of status. Since cancellation action cannot be effected immediately on requisitions in Status Code BV, supply status (D1 AE\_) with Status Code B9 will be furnished all authorized recipients of status.

7. If the quantity in the DI AC\_ cancellation request is greater than the backorder quantity (if any), but equal to or less than the recorded requisition quantity, the supply source will initiate cancellation action under criteria prescribed in subparagraph 1., above. This criteria and chapter 6 apply to FMS and MAP Grant Aid requisitions. When the cancellation request is greater than the recorded requisition quantity, cancellation action will be initiated on the recorded quantity.

8. When cancellation requests are against released shipments or direct vendor deliveries with Status Code BV, the supply source will consider diversion of the materiel to depot stock or to fill other demands/backorders, or contract termination, as appropriate. The foregoing also applies to nonstocked and non-NSN materiel at S/A option, when there is a foreseeable demand for the item.

9. In the event actions in subparagraph 8. above are taken, Status Code B4 maybe furnished to indicate that the activity designated by the signal code in the canceled requisition maybe billed as follows:

a. Transportation costs for returning the materiel to depot/storage and/or procurement termination costs when it is determined that termination is, in the best interest of the Government.

b. Specific instructions concerning materiel, transportation charges, and credit allowances are contained in MILSBILLS (reference (s)).

c. In addition to costs in subparagraph 9a., above, when applicable, rebuilding costs and other expenses incurred in canceling FMS and MAP Grant Aid requisitions will be billed by the supply source, under DoD 5105.38-M (reference (t)). (Also, see chapter 6.)

10. Demand data previously recorded will be reversed by the quantity actually canceled or diverted into the storage activity based on a cancellation request.

11. Notice of the successor failure of cancellation or diversion actions will be provided to all eligible status recipients, identified in the original requisition under chapter 4. This notice will be in the format of supply status (DI AE\_) or shipment status (DI AU\_) as follows:

a. Supply status (DI AE\_) with Status Code B4, B6, BQ, BR, or BS applies to cancellations/diversions accomplished.

b. Supply status (DI AE\_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

c. Shipment status (DI AU\_) will be furnished to indicate that cancellation/diversion was not accomplished.

d. Supply status (DI AE\_) with Status Code B8 will be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

e. Supply status (DI AE\_) with Status Code BF will be furnished to indicate no record of the document for which the cancellation request was submitted.

f. supply status (DI AE\_) with Status Code B\_orC\_, will be furnished for those transactions where the supply source has a record of a previous cancellation or rejection.

## AC. SUPPLY SOURCE SUBMISSION OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS TO PROCUREMENT

1. These requests maybe in mechanical record format or by manual instructions.
2. Transactions will be prepared in the format of appendix C8.DI ACP will be used to identify the transactions submitted to procurement. Entry of the PI IN or PRN will be dependent upon whether a PIIN has been assigned to a contract and is known to the supply source at the time of receipt of cancellation requests. When the PRN is used, theDoDAAC of the consignee to which shipment is to be diverted should be reflected inrp 45-50. When the supply source does not desire diversion,rp 45-50 will be left blank.
3. A manual request for cancellation/diversion submitted to the procurement activity will contain the following minimum information:
  - a. Notification that the transaction is a request for cancellation or diversion.
  - b. Identification of the supply source submitting the request.
  - c. The stock or part number or description of the item involved.
  - d. The quantity of the item to be canceled/diverted.
  - e. The original requisition document number and the suffix code, if applicable.
  - f. Identification of the ship-to and mark-for addresses, as contained in the applicable purchase request.
  - g. The PI IN, if known; otherwise, the PRN and date of the purchase request.
  - h. Diversion or hold instructions to include coded and in-the- clear, ship-to, and mark-for addresses for shipment if diversion is to be accomplished.
4. Cancellation/diversion requests will be submitted to procurement activities:
  - a. Regardless of dollar value/quantity in the request, when purchase requests have been submitted but contracts have not been awarded. This applies to items/quantities in Status Code BZ. (See chapter 4.)
  - b. For items/quantities on awarded contracts/purchase agreements and the dollar value of the cancellation/diversion action exceeds \$200.
5. Supply sources will decide whether the cancellation/diversion or hold actions will be suspended or continued. Decisions to continue cancellations or diversions will be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by supply source." (See paragraphs AA.3.a. and AE.5.)
6. Cancellation/diversion requests or requests for determination as to whether cancellation is in the best interest of the Government will not be submitted to procurement activities when:

a. The dollar value of the request is less than \$200.<sup>3</sup>

b. DD Form 250, Material Inspection and Receiving Report, SPN, vendor shipment notice, or equivalent is on record indicating:

(1) Shipments to CON US consignees were released to carriers regardless of dollar value.

(2) Shipments to OCONUS consignees were previously released to carriers, and the number of days prescribed in paragraph AB. 1.c., have elapsed. Chapter 6 applies to FMS and MAP Grant Aid requisitions.

(3) Shipment/delivery by priority mail or parcel post. In this case, shipment status (D1 AU\_) will be furnished in response to DI AC\_ cancellations received.

7. Notice of the successor failure of cancellation or diversion actions will be provided to all eligible status recipients, identified in the original requisition under the procedures of chapter 4. This notice will be in the format of supply status (DI AE\_) or shipment status (DI AU\_) as follows:

a. Supply status (D1 AE\_) with Status Code B4, B6, BQ, or BS applies to cancellations/diversions accomplished.

b. Supply status (D1 AE\_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

c. Shipment status (D1 AU\_) will be furnished to indicate that cancellation/diversion was not accomplished.

d. Supply status (DI AE\_) with Status Code B8 will be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

## **AD. RESERVED**

## **AE. PROCUREMENT ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS**

1. DI ACP and manual cancellation/diversion requests will be processed in the sequence of PDs.

2. Immediate cancellation action will be taken when contracts have not been awarded and/or firm orders have not been issued/placed.

3. Procurement activities will advise the supply source of contractual agreements which may result in unfavorable cost conditions if cancellation, diversion, or holding actions are accomplished. Supply sources will decide whether the cancellation, diversion, or hold actions will be suspended or continued. Decisions to continue cancellation or diversion will be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by supply source."

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<sup>3</sup>As an exception for intra-Service use only, cancellation/diversion may be submitted to procurement regardless of dollar value when **critical/short** supply items are affected.

4. The cost of diversion or shipment hold actions will be provided to the supply source for billing under paragraph AB.9. Costs incurred in contract termination and diversion will also be furnished to supply sources to permit billing as prescribed in paragraph AB.9.

5. Procurement activities are required to initiate actions with clearance authorities to cause diversion of shipments at terminals. (Not applicable to transactions resulting from mass cancellations.) (See chapter 8.) Procurement activities requiring diversion instructions in the instances when rp 45-50 are blank will request these instructions from the activity designated by the RI code in rp 78-80. Such requests will be accomplished by telephone or message.

6. When the above cancellation/termination or diversion/hold actions would not be in the best interest of the Government, the supply source will be so advised and requested to furnish a decision by a specified date.

7. Actions to cancel, divert, or terminate contracts will be initiated within 1 working day from the receipt of cancellation requests. These actions will be completed as expeditiously as possible, but will not exceed 5 working days for PD 01-08 requests and 10 working days for PD 09-15 requests. When multiple cancellation requests are received on the same day, consideration will be given to the priority of the requests, OCONUS destination, the dollar value of the materiel, and the status of the contract involved.

8. The procurement activity will advise the supply source that the attempted stop/diversion action has/has not been accomplished by the DTS within 2 working days of receiving the confirmation/denial notification from the DTS.

#### **AF. SUPPLY SOURCE PROCESSING OF CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS**

1. Supply source cancellation requests will be submitted to reporting activities regardless of dollar value and quantity when Status Code BA is recorded, but shipment status (DI AS6) has not been received. The DI AC6 will contain the RI of the reporting activity in rp 4-6 and Distribution Code 2 in rp 54. The supply source will provide DI AE\_ with Status Code B9 to all eligible status recipients.

2. If shipment status has been received, provide DI AU\_ status to all eligible status recipients.

3. Supply sources in receipt of responses to DI AC6 will furnish appropriate status to all eligible recipients.

#### **AG. SUPPLY SOURCE SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO STORAGE ACTIVITIES**

1. Supply source cancellation requests (DI AC6) or followups on cancellation requests (DI AK6), in the format of appendix C7, will be submitted to storage activities:

a. Regardless of dollar value and quantity when Status Code BA is recorded, but an MRC has not been received. This applies to PD 01-15 requisitions/MROs/DD 1348-IA for U.S. Forces, CONUS and OCONUS, FMS, and MAP Grant Aid.



b. When the MRC is recorded on an OCONUS shipment which was released to carrier for shipment to POE, less than 45 days by surface mode or less than 10 days by air mode, and the dollar value of the shipment exceeds \$200. Also, chapter 6 applies to FMS and MAP Grant Aid requisitions.

2. The DI AC6 will contain the DoDAAC of the activity to which shipments will be diverted in rp 45-50, when shipment has already been released. When the supply source does not desire or cannot provide diversion to a specific activity, rp 45-50 will be left blank. In the latter case, the supply source will obtain and provide alternate destinations, if requested, by storage activities. (See paragraph AA.3.)

3. In the case of an attempted diversion, supply status (D1 AE\_) with Status Code B9 will be furnished to eligible status recipients.

4. Supply sources will not provide storage activities with requests for cancellation/diversion when:

a. In receipt of the MRC at the time of receipt of a cancellation request and the item requested for cancellation has a line item value of less than \$200 and is for an OCONUS shipment.

b. Receipt of MRC and OCONUS shipment has been accomplished by parcel post, priority mail, or UPS.

c. When the MRC is recorded on an OCONUS shipment which was released to the carrier for shipment more than 45 days by surface mode or 10 days by air mode prior to the receipt of the cancellation request.

d. Receipt of the MRC and shipment to a CONUS activity was accomplished prior to the receipt of the cancellation request.

5. In instances described in subparagraph 4., above, shipment status (D1 AU\_) will be furnished to eligible status recipients.

6. A Followup on Cancellation Request, DI AK6, may be submitted to storage activities as a result of receipt of DI AK\_ by the supply source from the requisitioner, SUPADD, or control activity (rp 54). A DI AK6 may also be forwarded to the storage activity by the supply source as a result of nonresponse to a previous DI AC6.

7. DRMS will forward cancellation requests (DI AC6) or followups on cancellation requests (DI AK6) to DRMOs when an MRC (D1 AR\_) has not been received for item(s) requisitioned from property disposal. If the MRC has been received from the DRMO, shipment status (D1 AU\_) will be forwarded by DRMS to eligible status recipients.

#### **AH. STORAGE ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS**

1. DI AC6 transactions will be processed in the sequence prescribed in paragraphs A.2., AB.1.b., AB.1.c., and AB.1.d.

2. Records will be maintained to allow a determination as to whether line items shipped were in single line or multiline shipment units and the respective dollar value of each. This will allow identification of shipment-units which are susceptible to cancellation and determination as to whether cancellation actions should be continued under the following policies and procedures.

3. To the extent that processing capability is available, the S/As will develop and maintain data to:

a. Allow identification of the depot work area to which shipment processing should have progressed. Work areas for consideration are as follows:

<u>COMPUTER</u>	<u>STORAGE</u>	<u>SHIPMENT PREPARATION.</u>	<u>SHIPPING</u>
Mechanized processing of AC6s, and output of DD Forms 1348-IA and stop shipment notices	Bin Area Bulk Area	Preservation Packaging Packing Consolidation Parcel Post	Consolidation Air Freight Motor (Truck) Freight Rail Freight

b. Include the maximum time experienced in processing DD Form 1348-1A shipments in each of the above work areas (within total time allowed by DoDD 4140.1 R (reference (e)) from receipt of MRO to release to transportation). Such data would provide a basis for determining the work areas where stop shipment action could most likely be taken on receipt of a DI AC6. Also, transaction priority should be considered as it affects processing time in hours versus days.

4. The storage activity, upon receipt of a DI AC6, will determine the appropriate work area(s) to which stop shipment notices would be sent when cancellation of aninprocess DD Form 1348-IA shipment is required. The stop shipment notices will include pertinent line item/transaction identification, priority, and information as to whether a single ormultiline shipment unit, is involved. A separate stop shipment notice will be issued to the current work area and every other work area through which the shipment would subsequently be processed.

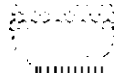
5. Cancellation will be accomplished for all items/quantities for which aDD Form 1348-IA has not been released to storage work areas.

6. Cancellation will be attempted for all items/quantities for which a DD Form 1348-1A has been released to storage work areas and there is no record of transportation release to a carrier, unless:

- a. The dollar value is less than \$25 for a single line shipment unit.
- b. The dollar value of a single line packed in a consolidated shipment unit is less than \$200.

7. The storage activity will advise the supply source and, if applicable, all eligible status recipients of actions taken in response to cancellation requests (see chapter 4). This notice will be provided as follows:

- a. When the storage activity has no record of the MRO receipt, the supply source will be provided DI AE6 status with Status Code BF.
- b. When the items have not left the depot and cancellation action is accomplished, respond only to the supply source in the same format as the cancellation request document with the exception that rp 4-6 will contain the RI of the supply source to which the transaction will be transmitted and rp 67-69 will contain the RI of the activity preparing the transaction. This transaction will contain DI AG6.
- c. When cancellation is not attempted under the less than \$25/\$200 criteria in subparagraphs 6a. and 6. b., above, the storage activity will furnish the supply source DI AE6 status with Status Code B8.



d. When the items have been released to a carrier in shipments destined to a CONUS customer, no action will be taken to stop/divert the materiel beyond the point of shipment. The supply source will be provided with reply to cancellation request - MRC (DI AUO, AUA, or AUB) transactions in the format shown in appendix C13 and all eligible status recipients will be provided with Reply to Cancellation Request - Shipment Status (DI AU\_) in the format shown in appendix C17.

e. When the items have been released to a carrier in shipments destined for an OCONUS consignee, the storage activity will initiate actions under MI LSTAMP (reference (p)) to stop or divert shipments within the DTS. The supply source will be provided with DI AE6 status containing Status Code B9.

f. The storage activity will not initiate action to stop/divert OCONUS shipments within the DTS when:

(1) The items are consolidated in a multiline shipment unit.

(2) The items were in OCONUS shipments released to carriers for shipment more than 45 days by surface or more than 10 days by air mode prior to receipt of the DI AC6.

(3) The items were shipped to OCONUS customers by priority mail, parcel post, or UPS.

(4) A single line item shipment has a total dollar value of less than \$200.

(5) The single line item shipment unit has a total dollar value of less than \$1,000 and was shipped in consolidation with other shipment units in larger containers; such as, CONEX and SEAVAN.

g. Following receipt of confirmation that shipment stop/diversion action has been accomplished by the DTS, the storage activity will provide the supply source with DI AE6 status containing Status Code B6.

h. When the storage activity does not initiate stop/diversion action with the DTS because of one of the conditions in subparagraph 7.f., above or, when notified that a requested stop/diversion action has not been accomplished by the DTS, the storage activity will provide Reply to Cancellation Request - Shipment Status (DI AUI, AU2, or AU3) to all eligible status recipients and Reply to Cancellation Request - MRC (DI AUO, AUA, or AUB) to the supply source. At the option of the supplying S/A, Reply to Cancellation Request - Shipment Status (DIs AU1, AU2, and AU3) may be provided to all eligible status recipients by the supply source rather than directly by the storage activity. In this latter case the storage activity will only generate the Reply to Cancellation Request - MRC (DI AUO, AUA, or AUB) to the supply source.

8. Storage activities requiring diversion instructions when rp 45-50 of the DI AC6 cancellation is blank will request such instructions from the activity designated by the RI in rp 67-69. Such requests will be made by telephone or message.

9. Actions under subparagraphs 3. through 7., above, will be completed in 2 working days for PDs 01-08 and 5 working days for PDs 09-15.

10. The storage activity will advise the supply source that the attempted stop/diversion action has/has not been accomplished by the DTS within 2 working days of receiving the confirmation/denial notification from the DTS.

**AI. REPORTING ACTIVITY PROCESSING CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS**

1. Reporting activities will attempt cancellation to the maximum extent possible.
2. When the reporting activity has no record of the LRO, the supply source will be provided DI AE6 with Status Code BF and Distribution Code 2 will be entered in rp 54.
3. If cancellation cannot be accomplished, the supply source will be provided DI AE6 with Status Code B8 and Distribution Code 2 will be entered in rp 54.
4. If cancellation can be accomplished, the supply source will be provided DI AE6 with Status Code BQ and Distribution Code 2 will be entered in rp 54.
5. The reporting activity will not attempt diversion of material confirmed shipped.

**AJ. DIRECT VENDOR DELIVERY ON MILSTRIP REQUISITIONS**

1. In instances where supply of a MILSTRIP requisition is to be accomplished by direct vendor delivery, an interface is required between MILSTRIP and the purchasing operations. This interface will result in an interchange of specific information and documentation between supply sources and procurement activities to ensure:
  - a. Transmission of status to designated recipients in an orderly and timely fashion.
  - b. Proper marking of shipment containers.
  - c. Delivery of materiel using priorities or RDDs.
2. Purchase requests will contain specific in-the-clear and coded data as specified below, which will be perpetuated on procurement instruments and related transactions:
  - a. The original MILSTRIP requisition document number, including suffixes when assigned, SUPADD, and signal codes.
  - b. In-the-clear, ship-to address of the ultimate consignee and mark-for address, when applicable.
  - c. MILSTRIP project code and project name, if applicable.
  - d. Schedule of deliveries using RDDs or RADs, whichever is applicable. Items should be listed on procurement requests in descending sequence or delivery or availability dates. (A separate requisition number is required for each delivery date, consignee, and priority.) This sequence would provide for listing items with earliest dates first and will result in the required schedule of deliveries.
  - e. Identification and address of the activity to receive the notice or evidence of shipment made by contractors as required by DoD FAR Supplement, appendix F-401, table 2 (reference (u)).
3. Requisitions to be supplied by direct delivery from vendor sources will be identified separately from stock replenishment buys on purchase requests.

**AK. RESERVED**



## **AL. INTRANSIT CONTROL OF SHIPMENTS TO DEFENSE REUTILIZATION AND MARKETING OFFICES**

### **1. General'**

a. These procedures provide for intransit control of property identified by an NSN or part number (and exclude scrap (Supply Condition Code S), waste, nonappropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property) shipped/transferred to a DRMO on a DTID from the time of release by a shipping activity until receipt of the property by the DRMO. The reporting of shipments to DRMS, through submission of DI AS3 shipment status transactions, is applicable to all shipments of usable property directed to DRMOs regardless of dollar value. The DRMS will process, into their intransit control system, only those DI AS3 shipment status transactions with a line item value of \$800 or more per the DIDS TIR and for all shipments of pilferable or sensitive items regardless of dollar value. For the purpose of these procedures, the extended value of the shipment will be determined on the basis of the document number, quantity, and the unit price. The unit price will be obtained from the DIDS TIR or, if a DIDS TIR unit price is not available, the unit price will be obtained from the IDMS "receipt of usable property document" or "receipt document."

b. The use of these controls will provide a central capability to monitor and/or investigate discrepancies in shipments to DRMOs. These controls will also provide a capability for DRMS to furnish information to S/A headquarters concerning the transfer of property to DRMOs. Additionally, these controls may indicate a backlog in receipt processing at a DRMO, requiring assistance by DRMS.

c. These procedures do not negate the authority of the DRMO to refuse acceptance of accountability and physical receipt of certain types and classes of materiel under chapter IV, paragraph D., DoD 4160.21-M (reference (k)). If it is determined that the materiel is not acceptable for these reasons, and the shipment is rejected/returned to the shipper, the DRMO will provide notice of rejection to DRMS under existing procedures. The notice of rejection will purge the DRMS suspense file.

2. Procedures for processing materiel to disposal apply only to usable materiel that DRMOs are authorized to physically accept or provide screening and/or sales service.

3. Documentation required to turn in, scrap and waste to a DRMO is specified in chapter IV, DoD 4160.21-M (reference (k)).

4. Categories of materiel that are not physically acceptable in a DRMO are listed in chapter IV, DoD 4160.21-M (reference (k)), and discussed individually in Chapter VI, Property Requiring Special Processing (reference (k)).

5. Some property, because of its peculiar nature, its potential influence on public health, safety, and security, or its potential influence on private industry, must be disposed of in other than a normal fashion. These items must be identified in Block 27 of the DD Form 1348-1A at the time of preparation by the storage activity. This entry will be in-the-clear and contain the minimum wording to properly identify the category of property. See chapter VI, DoD 4160.21-M (reference (k)). In the event that two or more categories are applicable to the same DTID, the most applicable category or the one which identifies an asset requiring the most stringent controls will take precedence.

## **AM. DIRECTING MATERIEL TO THE DEFENSE REUTILIZATION AND MARKETING SERVICE**

1. Supply sources will utilize the DRO (DI A5J) and related transactions to direct and control issue of supply system stocks on their accountable records to disposal. DROS are transmitted to the storage site having custody of the stock and result in the preparation of the DD Form 1348-1A.

## **CH 8**

### **DoD 4000.25-1 -M**

Preparation of DROS will be accomplished under the appendix C12 format. When the quantity to be transferred to disposal exceeds the capability of the quantity field, rp 25-29, multiple DROS are required; each DRO prepared for the same item will contain the total retention quantity in rp 55-61. When the quantity to be retained exceeds the capability of the retention quantity field, rp 55-61, the transactions will be processed off-line.

a. The retention quantity inrp 55-61 of the DRO will determine the quantity of materiel to be turned in to disposal by the storage site.

(1) The quantity in rp 55-61 will be retained and all remaining stocks transferred to disposal.

(2) If the quantity onhand is less than the quantity shown in rp 55-61, the storage site will respond under subparagraph d., 'below.

b. The DRC transaction serves as advice from a nonaccountable storage site to the SOS having initiated the DRO of supply action taken. DRC transactions will be prepared in the appendix C14 format with DI ARJ when the quantity shipped is the same quantity requested in the DRO. The DRC will contain DI ARK when the quantity shipped is greater than the quantity requested in the DRO. The DRC will contain DI ARL when the quantity shipped is less than the quantity requested in the DRO. The SOSs will utilize the DRC with DI ARK/ARL to make appropriate adjustments to the inventory records. If the quantity transferred to disposal exceeds the capability of the quantity field in the DRC, rp 25-29, the confirmation will be processed off-line. ARJ/K/L transactions will be prepared and transmitted on the day materiel is delivered to the carrier for shipment to the DRMO. Preparation of DI ARJ/K/L will not wait for receipt of a "driver's control copy" or signed receipt copy of the DTI D to be returned. When a DRC(DI ARJ/K/L) is not used to confirm shipment of materiel to a DRMO, the DI AS3 transaction will be generated simultaneously with the DI A5J/FTR or other transaction authorizing/directing shipment to disposal. This procedure is authorized when circumstances (such as local transfers, use of available organic transportation, or other substantiating conditions) make the use of the ARJ/K/L unnecessary.

c. The disposal release followup transaction (DI AFJ) will be used by the SOS to follow up on storage facilities for unconfirmed DROS 10 days after the date the DRO was created. The disposal release followup transaction will be prepared in the DRO format.

(1) If the DRO has been complied with, the storage facility will respond as indicated in subparagraph b., above.

(2) If the DRO has not been complied with and shipment is anticipated, the storage facility will respond using the appendix C14 format with DI AEJ and the ESD in rp 57-59.

(3) If there is no record of the DRO, the storage facility will respond with BF status (rp 65-66)/DI AEJ using the appendix C14 format.

(4) If the DRO has been denied (DI A6J), the storage activity will respond with BY status/DI AEJ using the appendix C14 format.

d. DRDs are prepared by the storage site and transmitted to the appropriate SOS having prepared the DRO as notification of negative action on the DRO. Preparation of the DRDs will be accomplished under the format referenced in appendix C16 and will contain DI A6J. SOSs will utilize the DRD to make appropriate adjustments to the inventory records.

e. Disposal release cancellations are prepared by SOSs having initiated DROS and transmitted to storage sites when it is determined that disposal actions should be discontinued. SOS cancellation requests will be submitted only in those instances when DROS are unconfirmed. Disposal release cancellation transactions will be prepared in the same format as the original DRO and will contain DI ACJ. Storage activity response to the cancellation request will be by one of the following transactions:

(1) When shipment has been made, response to the SOS will be a DRC.

(2) When cancellation is accomplished, response to the SOS will be prepared in the same format as the cancellation request, with the exception that rp 4-6 will contain the RI of the SOS to which the transaction will be transmitted and rp 67-69 will contain the RI of the activity preparing the transaction. This transaction will contain DI AGJ.

f. A disposal release cancellation followup transaction (DI AKJ) may be submitted by the SOS to obtain the latest status of a disposal release cancellation. The disposal release cancellation followup transaction will be in the same format as the original disposal release cancellation (appendix C12) and will be processed by the storage site as a cancellation request provided the original request was not received. If the original request has been received and all required actions have been completed, the storage site will respond to the disposal release cancellation followup by duplicating the previously submitted documentation.

2. SOSs will utilize the reply to excess report (DI FTR) to notify the reporting activity that the quantity reported is in excess to SOS requirements and that further action is authorized under appropriate S/A procedures. See chapter 9, this manual, for detailed instructions.

## **AN. PROCESSING MATERIEL TO THE DEFENSE REUTILIZATION AND MARKETING SERVICE**

1. The transfer of materiel to a DRMO on a DTID requires authority for disposal which must be indicated on the DTID by entry of the appropriate disposal authority code (appendix 626). The DRMO will reject shipments when a disposal authority code has not been entered on the DTID. The disposal authority code will be perpetuated in receipt reporting between the DRMO and the DRMS where accessible history file records reflecting stock numbers, quantities, document numbers, disposal authority codes, and extended dollar value of shipments will be maintained for 2 years.

a. Headquarters DRMS is the focal point for all intransit control reporting and will maintain the central file of all intransit transactions up to 3 years. Activities lacking an ability to prepare mechanically processable transactions and/or electrically transmit them to DRMS will arrange for such preparation and/or AUTODIN transmission of the intransit control transactions by the nearest facility having such capabilities. When support from another activity cannot be obtained, mail the transactions to the DRMS.

b. Activities will direct/process all materiel to disposal using the DTID (DD Form 1348-1A). For each DTID, activities will furnish one DI AS3 shipment status transaction, under chapter 4, to the DRMS for each shipment sent to a DRMO without regard to the dollar value. Activities will prepare and transmit the DI AS3 shipment status transaction, with Distribution Code 9 in rp 54 and the unit price of the materiel in rp 62-68, in the appendix C17 format to the DRMS when a DRC (DI ARJ, ARK, or ARL) is created by the shipping activity reflecting the actual quantity shipped and the date delivered to the carrier for shipment. The DI AS3 shipment transaction, meeting the intransit control criteria, will initiate the suspense file at DRMS which will, as a minimum, contain the following data:

<u>DATA ELEMENT</u>	<u>SOURCE</u>
Document Number	AS3/IDMS Receipt
NSN/FSC/FSG (if available)	AS3/IDMS Receipt
Unit of Issue	AS3/IDMS Receipt
Extended Dollar Value of Shipment (if available)	DIDS TIR
Controlled Inventory Item Code	DIDS TIR
Quantity Shipped	AS3
Date of Shipment	AS3
Quantity Received	IDMS Receipt
Date of Receipt	IDMS Receipt
Extended Dollar Value of Receipt	IDMS Receipt
Dollar Value of Quantity Variance Between Shipment and Receipt (if any)	(Internal Computation)

## 2. Procedures

### a. Defense Reutilization and Marketing Office

(1) The DRMO will accept accountability of the shipment if the materiel is acceptable based on established criteria. Shipments may be acknowledged by the DRMO by furnishing a signed "driver's control copy" of the DTID to the deliverer.

(2) The DRMO will furnish a signed receipt acknowledgment copy of the DTID upon request by the shipping activity. NOTE: The DRMO will always furnish a copy of the signed DTID for all shipments containing quantity discrepancies. The DRMO will note the difference in the quantity received and the quantity shipped on the DTID.

(3) If a discrepancy exists because the quantity received is less than or greater than the quantity entered on the DTID, the DRMO shall notify the shipping activity and local resolution should be attempted. If local resolution is unsuccessful, the actual quantity received will be reported to DRMS as a receipt acknowledgment.

### b. Defense Reutilization and Marketing Service

(1) Under DRMS internal procedures, all property received at a DRMO should be processed into the IDMS accountable records within 10 working days after receipt. When an IDMS "receipt of usable property" or "receipt" is processed by DRMS, it will be compared with the suspense file generated by the shipment status transaction (DIAS3). If no suspense file has been created by an



AS3 transaction, the IDMS receipt will create a suspense file to include data elements specified in chapter 3, paragraph AN. I.b. The suspense file, whether created by an AS3 transaction or by an IDMS receipt, will remain on open file for a period of 1 year from the date it is initiated unless it is closed by one of the actions specified below.

(a) The suspense file will be closed if the receipt matches a shipment status transaction (D1 AS3) previously recorded in the suspense file and:

[1] there is no discrepancy, or

[2] there is a discrepancy of less than \$800 and the item is not recorded as pilferable/sensitive, or

[3] the materiel is classified as scrap.

(b) If the receipt matches a shipment status transaction (D1 AS3) previously recorded in the suspense file and there is a discrepancy value of \$800 or more, or the discrepancy value is less than \$800 and the item is recorded as pilferable/sensitive materiel, the DRMS will forward a disposal shipment/receipt confirmation followup transaction (DI AFX) (see appendix C5) through DAAS to the activity in rp 30-35 of the AS3.

(c) If, after a period of 21 days from the date of DRMS posting of the receipt, the receipt does not match a shipment status transaction (D1 AS3) recorded in the suspense file and the extended value is less than \$800, or the receipt is for "batch of items received by the DRMO, and the item is not recorded as pilferable/sensitive, no disposal shipment/receipt confirmation followup (DI AFX) will be presented. (NOTE: DRMOs will not batch lot any property that qualifies for intransit control processing.)

(d) If, after a period of 21 days from the date of DRMS posting of the receipt, the receipt does not match a shipment status transaction (DI AS3) recorded in the suspense file and the extended value is \$800 or more, or the item is recorded as pilferable/sensitive materiel, the DRMS will forward a disposal shipment/receipt confirmation followup (D1 AFX) through DAAS to the activity in rp 30-35 of the DTID.

(2) When, after a period of 60 days for CONUS and 90 days for OCONUS including Alaska and Hawaii, the receipt applicable to a shipment status transaction (DI AS3) recorded in the suspense file has not been received by DRMS and the extended value of the AS3 is more than \$800 or the item is recorded as pilferable/sensitive (as determined by reference to the AS3 suspense file), a disposal shipment/receipt confirmation followup (DI AFX) will be forwarded through DAAS to the activity in rp 30-35 of the AS3.

(3) If a disposal supply status transaction (DI AE3) or a disposal shipment confirmation transaction (DI ASZ) is not received within 20 days of transmission of the disposal shipment/receipt confirmation followup (DI AFX), DRMS will forward a second disposal shipment confirmation followup transaction using DI AFZ. The record will remain open for a period of 1 year from the date it was originated unless closed by a response to the AFZ followup. When moved from the active file, records will be placed on an accessible history file for an additional 2-year period.

(4) Receipt of DE supply status (DI AE3) will advise DRMS to terminate intransit control processing for the document number in question. If received in response to DI AFX/AFZ with Advice Code 37, a record of the AS3 transaction is not required. Receipt by DRMS of DF supply status will advise DRMS to remove the record from the active suspense file and place the record in an accessible history file for a period of 2 years. If DG supply status is received, intransit control processing for the document number in question is considered complete. DRMS will use its own

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procedures to determine why notification of receipt of the materiel had not been sent by the DRMO to, DRMS and DRMS will retain an accessible history file record for 2 years. If DH supply status is received by DRMS, intransit processing is considered complete and an accessible history file record will be retained by DRMS for a period of 2 years. If a shipment status transaction (D1 ASZ) is received by DRMS, intransit control processing for the document number in question is considered complete. If the quantity does not match a previously received receipt, DRMS will use its own procedures to determine why proper notification of receipt had not been sent by the DRMO to DRMS and DRMS will retain an accessible history file record for 2 years. Accessible history file records will contain NSNs, quantities, document numbers, dollar value of variances (if any), and the identity of applicable shipping activities and DRMOs.

(5) Receipt of BF supply status (DI AE3) in response to a DI AFX or AFZ will remove the record from the active suspense file and place the record in the accessible history file for a period of 2 years.

#### **c. Shipping Activity**

(1) Supply organizations in receipt of disposal shipment confirmation followups (D1 AFX or AFZ) will ensure that applicable shipping activities review signed receipt documentation (DTID), investigate discrepancies, and provide timely responses (within 10 working days of receipt of the DI AFX or DI AFZ).

(2) To assure that required copies of the DTID are available, shipping activities will file all signed receipt copies when received from the DRMO. Copies will be retained for a minimum of 2 years after the date of the shipment.

(3) Upon receipt of a DI AFX or DI AFZ, the shipping activity will verify the actual quantity receipted for the DRMO, and will respond to the DI AFX or DI AFZ as follows:

(a) If the shipping activity (the activity in receipt of the DI AFX or DI AFZ) has no record of the shipment nor of generating the shipment status (DI AS3) and has not received a signed copy of the DTID, BF supply status will be sent to DRMS.

(b) If it is determined that although shipment status (DI AS3) had been sent, no shipment had been made or no record of shipment, other than the AS3 transaction, can be located, DE supply status will be sent to DRMS.

(c) If a signed receipt copy of the DTID is not available, but investigation indicates that property was removed from the storage area and cannot be located, the shipping activity will perform additional research as determined by S/A procedures, including, if necessary, referral to the appropriate criminal investigative activity. Also, DF supply status (DI AE3) will be sent to DRMS.

(d) If a signed copy of the DTID is available and the quantity receipted for on the DTID is the same as the quantity on the AS3, DG supply status will be sent to DRMS.

(e) If a signed copy of the DTID is available but the quantity receipted for in the DTID is different from that in the original AS3, the shipping activity will perform additional research as determined by S/A procedures, including, if necessary, referral to the appropriate criminal investigative activity. Also, DH supply status will be sent to DRMS.

(f) If the shipping activity (the activity in receipt of the AFX/AFZ) has no record of generating a shipment status transaction (DI AS3) but has received a signed copy of the DTID, a shipment status transaction (DI ASZ) reflecting the quantity receipted for in the DTID will be sent to DRMS.

(4) In all cases of a variance between the quantity on the disposal shipment confirmation followup (DI AFX or AFZ) and the quantity receipted for by DRMO, the shipping activity will initially attempt to resolve the variance by contacting the DRMO involved.

(5) DRMS will provide a Quarterly Intransit to DRMO Report to each S/A MILSTRIP Focal Point and to the DoD MILSTRIP System Administrator. As requested, the DRMS will provide tailored Special Extract Reports. The format and explanation of the Quarterly Intransit to DRMO Report is contained in appendix A34 and is assigned RCS DD-A&T (AR) 1787.

## **AO. RESERVED**

## **AP. SHIPMENT TRACING**

Supply sources (including depot or procurement activity when direct vendor delivery is applicable, but excluding small business firms or civilian contractors not required to process followups received from Military sources), upon receipt of a DI AFT, Request for Shipment Tracing on Registered, Insured, and Certified mail/parcel post, will:

1. Initiate tracer action under USPS Regulations to the post office from which the parcel was mailed. Postal Service Form 1510 or other prescribed form will be used.

2. On receipt of the post office response, initiate appropriate action as follows:

a. If notified that the parcel was lost, destroyed, and/or that proof of delivery could not be furnished, notify the consignee by off-line narrative message to include advice to prepare discrepancy reports under Joint Regulation DLAR 4140.55, et al. (reference (v)).

b. If notified that the post office has proof of delivery, notify the consignee (based on the signal in rp 51) by off-line narrative message, including particulars concerning proof of delivery, with an information copy to supply source involved.

3. When the supply source is a small business firm or civilian contractor not required to process followups received from military sources, the AFT Request for Shipment Tracing on registered, insured, and certified mail/parcel post will be forwarded to the ICP for processing.

**CODE OR DATA ELEMENT**

Routing Identifier

Media and Status

Stock Number or Appropriate Item Identification

Unit of Issue

Quantity

Requisitioner

**ENTRY IS BLANK OR INCORRECT**

Determine correct source and continue processing.

Process as O.

1. If blank, reject. ,
2. If incorrect, research to determine<sup>4</sup> if the stock number has changed (for example, FSC changed to match the NI IN). As a result of the review, take action as follows:
  - a. If the stock number cannot be identified, reject with appropriate supply status.
  - b. If the FSC is incompatible with the NIIN, check the FSC to determine if it matches a previously assigned FSC. If it matches, change the FSC to the current FSC, continue supply action, and furnish appropriate supply status. If the FSC does not match, reject with appropriate supply status.
  - c. If the stock number has changed (for example, FSC change), or when a manufacturers part number is assigned to a stock number, change the number to the new stock number and continue supply action. If the changed NSN is managed by another SOS, initiate a passing order and furnish appropriate supply status.

Enter correct unit of issue or reject. If rejected, enter correct unit of issue in rp 79-80 of supply status transaction.

Reject.

Discard.

**Figure 3-1.** Requisition Processing and Related Actions.  
**(Part 1 of 3)**

<sup>4</sup>This edit does not apply to Navy supply sources.

<b><u>CODE OR DATA ELEMENT</u></b>	<b><u>ENTRY IS BLANK OR INCORRECT</u></b>
Date	Reject.
Serial	Reject.
Demand	Process as recurring.
Supplementary Address	Reject (CX status) if blank or invalid and the signal code is J, K, L, or M.
Signal	Reject.
Fund	No edit is required.
Distribution	Process as blank.
Project	<div>1. Process as blank.</div> <div>2. If an OSD/JCS project code is entered, the requisition will be ranked above all other requisitions within the same PD.</div>
Priority	<div>1. If Expedited Handling Signal 999 is present in the RDD field and the PD is not 01-03, enter PD 03.</div> <div>2. If an OSD/JCS project code is present in rp 57-59 and the PD is not 01-15, enter PD 03.</div> <div>3. If NMCS/ANMCS indicator (N/E) is present in rp 62 and PD is not 01-15, enter PD 08.</div> <div>4. If Expedited Transportation Signal 777 is in rp 62-64 and PD is not 01-15, enter PD 08.</div> <div>5. If rp 62 is A, S, or X, enter PD 15.</div> <div>6. For all other conditions, if PD is not 01-15, enter PD 15.</div>
Required Delivery Date	1. If there is an N or E in rp 62 and PD 01-08 in rp 60-61, process. If there is an Nor E in rp 62 but PD 09-15 in rp 60-61, blank the entry in rp 62-64 and process using the priority.

Figure 3-1. Requisition Processing and Related Actions.  
(Part 2 of 3)

CODE OR DATA ELEMENT

Required Delivery Period  
(Conventional Ammunition  
Only)

Advice

ENTRY IS BLANK OR INCORRECT

- 2. If Expedited Handling Signal 999 or 555 is in rp 62-64, process.
  - 3. If Expedited Transportation Signal 777 is in rp 62-64 and PD 01-08 is in rp 60-61, process. If the PD is 09-15, blank the entry in rp 62-64 and process using the priority.
  - 4. If rp 62 is A, S, or X, process.
  - 5. For subsistence, except for conditions 1,2, 3, and 4, above, all requisitions Mull contain a specific RDD in ordinal day of year format. If blank, compute an SDD.
  - 6. For all other conditions blank RDD field if entry is not a calendar date.
- If rp 62 is B, C, D, G, H, J, K, L, M, P, T, U, V, or W, and rp 63-64 contains 01-99, process.

Process as blank.

Figure 3-1. Requisition Processing and Related Actions.  
(Part 3 of 3)

<u>TIME SEGMENT</u>	<u>TIME STANDARD (IN CALENDAR DAYS)</u> <u>FOR PRIORITY DESIGNATORS:</u>		
	<u>01-03</u>	<u>04-08</u>	<u>09-155</u>
Passing Action	1	1	1
ICP Availability Determination <sup>s</sup>	1	1	1
Depot/Storage Site Processing (See Footnote 6)	1	1	5
Transportation Hold and CONUS Intransit to CONUS Requisitioner, Canada, or to POE (See Footnote 6)	1	4	10

Figure 3-2. UMMIPS Supply Source Processing Standards.

<sup>5</sup>Supply Source processing time may be exceeded for PD 09-15 requisitions in order to **permit** consolidation of shipments **as** long as delivery to the consignee can be accomplished within the RDD or SDD.

<sup>6</sup>**Retail activities will also use these time standards for processing LROS directed by the ICP/IMM.**